

Ramsey County Early Childhood Academy

50/50 Match Financial Support Application Guide

Grant Information

The Ramsey County Early Childhood Academy is a part of the Ramsey County Investment and Support Efforts program, funded through the American Rescue Plan Act. These grants are available to individuals in the process of opening a licensed Family Child Care program, a licensed Child Care Center in Ramsey County, or expanding an existing program by adding more slots. Grants will be awarded based on program location, emphasizing areas of Ramsey County with the lowest access to child care and funding available.

Grant Purpose

The purpose of the 50/50 Match Financial Support is to assist individuals with up-front costs of renovations, program materials, or lease costs associated with opening a child care program. The grant will match an individual's personal investment, up to \$10,000. For example, if an applicant has a renovation total of \$10,000, Ramsey County Early Childhood Academy will split the cost and pay 50% of the total. In this example, the applicant will pay \$5,000 and Ramsey County Early Childhood Academy will pay \$5,000.

Eligibility

Applicants must:

- Be actively working with a Child Care Capacity Coach
- Confirm they have submitted a completed child care license application

Parameters

The grant may only be used retroactively on services completed or lease costs paid in the last 60 days. The grant cannot be used retroactively to cover the cost of program materials purchased prior to the application date. This grant cannot be used for projects or services you plan to use other public funding on. If you have another grant or loan that does not cover the full cost of a project, you can use this grant only for the portion not already covered by the other funding source.

Other parameters:

- Applicants can only apply for the grant once per license number
- Application and agreement must be signed by the license holder
- For applicants applying for assistance with renovation costs:
 - applications must be submitted and approved before the project is complete
 - renovation projects must be completed within 3 months of application date
 - applicants must use a licensed contractor
- For applicants applying for assistance with lease costs:
 - Lease must be signed by the applicant
- For applicants applying for assistance with program materials:
 - Program materials must be purchased from one of the four approved vendors
 - See list of approved vendors on page 3

Eligible Uses

This grant can be used for projects, services, or program materials related to licensing requirements, fire marshal requirements, children's safety, health and wellbeing, and quality care and education.

Documentation Required with Application and Agreement

- Application and agreement
- Copy of background study clearance for all required individuals
 - Family Child Care applicants are required to include background study clearance letters for all individuals living in the home ages 13 years or older
- Completed W-9
- For applicants applying to cover lease costs:
 - Lease application approval letter (with lease costs) from the landlord/property owner
- For applicants applying for assistance with renovation costs:
 - itemized quote from licensed contractor including description of services and anticipated renovation cost
- For applicants applying for assistance with program material costs:
 - itemized list of materials you wish to purchase from approved vendor(s)

Grant Process Timeline

Once the application with all supporting documents has been submitted, please allow up to 7 business days for processing. If your application is approved, applicants will be required to complete the following steps within 3 months of your application date:

- Create a bill.com account (if you don't already have one)
- For applicants that are applying for assistance with renovation costs:

- Submit a final invoice after project completion indicating 50% paid (up to \$10,000) by the applicant
- For applicants applying to cover lease costs:
 - Invoice from landlord/property owner indicating 50% paid (up to \$10,000) by the applicant
- For applicants applying to cover program material costs:
 - Submit receipt(s) for program materials purchased from approved vendor(s) indicating 50% paid (up to \$10,000) by the applicant

Definitions

- Applicant – the individual applying for a child care license
- Child care program – space in which your program will operate

Approved Vendors

- Lakeshore Learning
- Discount School Supply
- Kaplan: Early Learning Company
- Constructive Playthings

Contact Us

- For questions, to request a paper copy, or support completing this application in another language please reach out via email to childcarestartup@thinksmall.org